

# Sheraton

## Shipping Information

Sheraton Red Deer Shipping & Receiving Department Phone: 587.876.0770

Email: [shipping@sheratonreddeer.com](mailto:shipping@sheratonreddeer.com) Monday-Friday 8:00am-4:30pm

Please note that the hotel cannot accept C.O.D. Shipments, Deliveries or Duty Charges.

### Receiving Items

To facilitate the efficient handling of all items received by the Sheraton Red Deer in conjunction with your hotel stay, please ensure all cartons and envelopes are addressed as follows:

Sheraton Red Deer / Shipping & Receiving

3310-50th Avenue Red Deer, Alberta T4N 3X9

Attention: (Recipient's Name/Company)

Reference: (Name of Event & Start Date of Event)

Booth #: (If applicable) Room Name: (Name of Event Space)

Catering Consultant Name: (Sheraton Catering Contact Name)

Customs Broker: (Name of Custom Broker if applicable)

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### Forklift

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### Storage

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Sheraton Red Deer Hotel  
 3310 – 50th Avenue, Red Deer, AB T4N 3X9  
 Tel: 403-755-1150 | Fax: 403-346-4790



**Sheraton**<sup>®</sup>  
 RED DEER HOTEL

**Event Information**

Event Name:			Method of Payment: <i>(please select applicable option)</i>		
Event Date(s):			___ Client Master <i>(include client contact info for confirmation)</i>		
Supplier Company:			___ Visa ___ MC ___ Amex ___ Cheque		
Supplier Contact:			Credit Card #:		
Supplier Address:			Expiry Date:		
City:	Province:	Postal Code:	Print Cardholder Name:		
Supplier Phone:		Supplier Fax:	Cardholder Signature:		

<b>Electrical</b> (includes cost of electricity only)	<b>Quantity</b>	<b>Advance Booking</b>	<b>Walk-In Rate</b>	<b>Days Required</b>	<b>Total</b> (qty x rate x days)
15 Amp Single Phase – 120 Volt <i>(standard Outlet)</i>		\$40	\$50		
20 Amp Single Phase – 120 Volt Outlet		\$50	\$60		
50 Amp Single Phase – 208 Volt		\$175	\$250		
8/15 Amp Single Phase Circuits <i>(50 Amp Breakout Panel)</i>		\$250	\$350		
200 Amp Three Phase – 208 Volt		\$500	\$700		

<b>Cabling</b>	<b>Quantity</b>	<b>Advance Booking</b>	<b>Walk-In Rate</b>	<b>Days Required</b>	<b>Total</b> (qty x rate x days)
19-pin (6 channel) Lighting Soca (includes U-ground or Stagepin fanouts)		\$45	\$60		
37-pin (12 channel) Audio Soca (includes XLR fanouts)		\$60	\$75		
VGA Over CAT5 with Distribution Amp		\$75	\$90		

<b>Rentals</b>	<b>Quantity</b>	<b>Advance Booking</b>	<b>Walk-In Rate</b>	<b>Days Required</b>	<b>Total</b> (qty x rate x days)
Fork Lift Hourly includes Operator		\$150	\$250		
Fork Lift Day Rate includes Operator		\$400	\$600		
Electrical Package – AC Cable & 12Amp Power Bar		\$15	\$20		

<b>Connections</b>	<b>Quantity</b>	<b>Advance Booking</b>	<b>Walk-In Rate</b>	<b>Days Required</b>	<b>Total</b> (qty x rate x days)
House P.A. System Patch (per room)		\$75	\$90		
CAT 5e Network Patch (per connection)		\$75	\$90		

<b>Services</b>	<b>Quantity</b>	<b>Advance Booking</b>	<b>Walk-In Rate</b>	<b>Days Required</b>	<b>Total</b> (qty x rate x days)
Sign/Banner Hanging with hooks (per sign/banner)		\$75	\$85		

<b>Oversight</b>	<b>Advance Booking</b>	<b>Walk-In Rate</b>	<b>Estimated Hours of Set Up &amp; Dismantle</b>	<b>Total</b> (qty x rate x days)
Setup/Dismantle Oversight (per hour)	\$75	\$85		

**Additional Comments:**

Subtotal: \_\_\_\_\_

5% GST: \_\_\_\_\_

**Total Order:** \_\_\_\_\_

**Willson Audio Visual is the official supplier of audio visual products and services to the Sheraton Red Deer Hotel and may be contacted directly at:**

**Office: 403-340-0240 | Cell: 403-598-5371 | Fax: 403-346-7524 | [jamie@willsonav.com](mailto:jamie@willsonav.com)**

**SCREENS**

4' Tripod Portable Screen	45
6' Tripod Portable Screen	45
8' Tripod Portable Screen	55

**PROJECTORS**

LCD Projector 3000 Lumen	195
Overhead Projector	35
Slide Projector	35

**COMPUTERS**

Laptop with Office 2010	100
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**TV MONITORS / MONITORS**

37" LCD TV with Stand	100
37" LCD TV (with VCR or DVD)	125
Desktop with 17" Monitor	60
19" LCD Monitor	30
22" LCD Monitor	40

**VHS/DVD/CD/TAPE DECKS**

VHS Player/Recorder	40
S-VHS Player/Recorder	50
DVD Player	30
VCR/DVD	35
Single CD Player	25
5 Disc Multi Changer	30
Dual Cassette Player	25
Portable CD/Tape Player	30

**MICROPHONES / SOUND SYSTEM**

Wireless Hand Held	75
Wireless Lapel	75
Wireless Headset	75
Mic Stand Table or Floor	10
Small 2 Speaker PA	275
Large 4 Speaker (Special Event Center)	450

**POWER**

AC Power Drop	15
220 50 amp with 8 Circuits	175
Extension Cords	7.50
Powers Bars	7.50

**ACCESSORIES**

Large White Board - 4' x 6'	55
Small White Board	40
Flipchart with Paper	35
Poster Easel	15
Powered Audio/Visual Cart	35
Wireless Presenter Mouse	30
Laser Pointer	20

**TECHNICAL STAFF**

Onsite Technical Staff (6 am – 6 pm Mon to Fri)	75 per hour
After Hours (6 pm – 6 am) minimum 1 hour	90 per hour

**SERVICES AVAILABLE**

Forklift Loading / Unloading	30 per pallet
Labor - Loading / Unloading	25 per hour
Material Handling & Storage	10 Small 20 Medium 30 Large

**RISERS (STAGING)**

Risers - 4 x 8 x 18" Skirted	30 each
Risers - 4 x 8 x 32" Skirted	60 each

**SALE ITEMS**

Sign Hooks	2.25 dozen
Double Sided Tape	12 roll
Black Duct Tape	12 roll
Music Stand	10

**DRAPING**

3 ft. – Green, Blue, Silver, Red	5 each
8 ft. – Green, Blue, Silver, Red, Black	7.50 each
12 ft. – Blue, Black	10 each

**FURNITURE & ACCESSORIES**

Love Seats (Wrought Iron/Oak) (4)	100 each
Side Chairs	60 each
Coffee Tables (2 large, 2 small)	45 each
End Tables (4)	30 each

**TABLES**

8' Skirted Clothed Table	40 each
6' Skirted Clothed Table	30 each
4' Skirted Clothed Table	20 each
Tall Cocktail Tables	30 each

**CHAIRS**

Padded Chair	10 each
Deluxe Leather Office Chairs	35 each
Stool with Back	20 each

**GREENERY DISPLAY**

3 ft. Tropical Plant (6)	20 each
5-6 ft. Silk Trees (20)	40 each

**MISCELLANEOUS ITEMS**

Wastebasket	5 each
Coat Rack with 40 Hangers	25 each
Chrome Stanchion (12)	25 each
Bar Rental Empty	60 per day
42" High 8' Long Table	On Request

Please contact [sales@sheratonreddeer.com](mailto:sales@sheratonreddeer.com) or 403-755-1150 to order tradeshow equipment.

# Exhibitor Shipping Information

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